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| A close-up of a logo  Description automatically generated |  | A logo with a star and text  Description automatically generated |

**Community Asset Transfer Support Fund**

**Application Form (2025 - 2026)**

## **Section** **1: Details of your organisation**

|  |  |
| --- | --- |
| **What we need to know:** | **Your response:** |
| Name of organisation: |  |
| Address and post code: |  |
| Email address: |  |
| Contact telephone number: |  |
| Select all that apply | We are company limited by guarantee | [ ]  | Company number |
|  |
| We are Scottish Charitable Incorporated Organisation (SCIO) | [ ]  | SCIO number |
|  |
|  | We are community benefits society | [ ]  | Society number |
|  |
| None of these options apply to us | [ ]  |  |
| If none of the above apply, please select from the following list | Unincorporated Community or Voluntary Organisation | [ ]  |  |
| Full Scottish Charity | [ ]  |  |
| Community Interest Company | [ ]  |  |
| Social Enterprise | [ ]  |  |
| *If other, please list here:* |  |
| Application completed by: | Name: |  |
| Position: |  |
| Contact Telephone Number: |  |

### **Section 2: About your organisation**

| **2.1 Tell us:** |
| --- |
| Which town(s) does your organisation operate within: (Please select from the drop-down list)Choose an item. |
| If you selected other combination, please provide the details here: |
| Is your organisation a member of a Community Board? [ ]  Yes [ ]  No |
| If yes, which community board(s). (Please select all that apply)  |
| [ ]  Airdrie [ ]  Bellshill [ ]  Coatbridge [ ]  Cumbernauld [ ]  Kilsyth and Villages [ ]  Motherwell [ ]  Northern Corridor [ ]  Shotts [ ]  Wishaw  |

|  |
| --- |
| [ ] **2.2 Please provide a brief overview of the purpose of your organisation:** |
|  |

## **Section 3:**

## **Details of the NLC asset your organisation is considering for community ownership or management**

### 3.1 Please provide the name and address of the council asset you are interested in?

|  |  |
| --- | --- |
| **Name of building or land** |  |
| **Address** |  |
| **Post code** |  |

### 3.2 Have you viewed the asset? [ ]  Yes [ ]  No

### 3.3 Have you completed a title search at the Land Register of Scotland?

 [ ]  Yes [ ]  No

### 3.4 Have you completed a commercial valuation for the property?

 [ ]  Yes [ ]  No

### 3.5 Have you contacted the council to discuss your idea or to advise of your interest? [ ]  Yes [ ]  No

###  If you answered yes, please tell us who you have been dealing with?

|  |  |  |
| --- | --- | --- |
| **Name of Officer(s)** |  |  |

## **Section 4: Additional Information**

### 4.1 Select all options which currently apply to your request?

|  |  |
| --- | --- |
| We are looking to purchase the asset under a Community Asset Transfer | [ ]  |
| We are looking for a lease of under 10 years under a Community Asset Transfer | [ ]  |
| We are looking for a lease of over 10 years under a Community Asset Transfer | [ ]  |
| We hope to start with a lease but progress to a full purchase | [ ]  |
| We are interested in another property option, such as Licence to Occupy or management agreement | [ ]  |
| We are interested in sharing the asset with the council or another partner organisation | [ ]  |
| We are unsure, but willing to explore all options | [ ]  |
| Our plans will include redevelopment of the asset or site | [ ]  |
| The asset is currently being used by North Lanarkshire Council | [ ]  |
| The asset is not in use or is seldom used | [ ]  |

4.2 Please tell us what you would use the building and/or land for? (provide as much detail as possible)

|  |
| --- |
|  |

4.3 Have you have started any preparatory work for your formal community asset transfer application? [ ]  Yes [ ]  No

If you answered yes, please provide a short outline of what you have done so far.

4.4 Have you requested support from any other organisations or authorities?

 [ ]  Yes [ ]  No

If you answered yes, please tell us who you have been dealing with and the support being provided.

### **Section 5: Funding Request**

5.1 In this section, select the items you are requesting funding for?

|  |  |
| --- | --- |
| **Item** | **Select all which apply** |
| 50% cost toward commercial valuation | [ ]  |
| Contribution toward conditions survey | [ ]  |
| Contribution towards consultancy costs and other professional fees | [ ]  |
| Planning and Design work | [ ]  |
| Community Engagement activities | [ ]  |
| Other e.g. Business planning, organisational development costs | [ ]  |

5.2. How much funding are you requesting for:

|  |  |
| --- | --- |
| **Category** | **Amount** |
| 50% cost toward commercial valuation | £ |
| Contribution toward conditions survey | £ |
| Contribution towards consultancy costs and other professional fees | £ |
| Planning and Design work | £ |
| Community Engagement activities | £ |
| Other  | £ |
| **Total:** | £ |

### 5.3 Does the total requested cover the full costs?

Yes[ ]

No[ ]

**£**

If no, what is the difference

5.4 Please tell us how you intend to make up the difference?

|  |
| --- |
|  |

**5.5 Please provide a breakdown of your request**

|  |  |
| --- | --- |
|  | **Commercial Valuations and Conditions Surveys** |
|  | **Item (add one item per line)** | **Supplier / Venue**  | **Cost** |
| 1 | 50% cost toward commercial valuation |  |  |
| 2 | Conditions Survey |  |  |
|  | **Contribution towards consultancy costs and other professional fees** |
|  | **Description** | **Details** | **Cost** |
| 1 | Community Development / Feasibility consultants |  |  |
| 2 | Solicitor costs |  |  |
| 3 | Architect’s costs |  |  |
|  | **Planning and Design work** |
|  | **Item (add one item per line)** | **Details** | **Cost** |
| 1 | Cartography and mapping |  |  |
| 2 | Graphic planner / Computer Aided Design |  |  |
| 3 | Artistic impressions |  |  |
|  | **Community Engagement Activities** |
|  | **Item (add one item per line)** | **Details** | **Cost** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
|  |  |  |  |
|  | **Other costs** |
|  | **Item (add one item per line)** | **Details** | **Cost** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
|  |  | **TOTAL COST:** |  |

|  |
| --- |
| **5.6 Organisational Contribution** |
| **Please outline if your organisation will be making a financial contribution to the work required to submit a formal Community Asset Transfer request, and the source of these funds (e.g. fundraising, operating revenue, in-kind support by volunteers):** |
|  |

|  |
| --- |
| **5.7 Other Funding** |
| **Please outline any other funding sources you have applied to for the work required to submit a formal Community Asset Transfer request. Where relevant, please detail who you have applied to, how much for, where a decision has been made or pending:** |
|  |

### **Section 6: Sustainability**

|  |
| --- |
| **In the event that your application is successful, we are interested to find out any initial plans you have in place for the next steps of the Community Asset Transfer process and beyond.** **Please provide a brief overview of how your organisation will resource the next steps of the process if the findings of the work undertaken by this bid are favourable.** |
|  |

### **Section 7: Further Information**

7.1 Generally, what difference will the funding make to your organisation and/or community?

|  |
| --- |
| *Provide a brief description of how the funding will make a difference?* |
|  |

7.2 How many people from your organisation will be actively involved in your community asset transfer business

|  |  |
| --- | --- |
| **Number of paid staff who will be involved?** |  |
| **Number of management committee / trustees or directors who will be involved?** |  |
| **Number of members who will be involved?** |  |
| **Number of volunteers who will be involved** |  |

**Section 8: Supporting documents**

If this is the first time you have applied for community funding from the council, we will need you to provide all of the supporting documents listed in the table below. Please tick those you will be supplying with your application.

If you have received funding from us before, we will contact you should we need any supporting documents from you.

| **Supporting documents** | **Please select** |
| --- | --- |
| A signed and dated copy of **Constitution** or **Memorandum and Articles of Association**. |  [ ]  |
| A copy of your most recent **Bank Statement** showing the account name, account number and sort code. | [ ]  |
| A copy of the organisation’s most recent, fully signed, independently examined annual accounts covering the last full year of your operation. | [ ]  |
| A completed **Bank Mandate Form**  | [ ]  |

## **Section 9 – Signature and Declaration**

This application must be signed by a member of the organisation’s board of directors or trustees or by a committee office bearer.

Your signature is confirmation that the information contained within this application and any

accompanying attachments is accurate and that you agree to comply with the general terms of the grant as described in the guidance notes.

|  |  |
| --- | --- |
| **Name** |  |
| **Position** |  |
| **Signature** |  |
| **Date** |  |

**UKGDPR / General Data Protection Regulation**

The data you supply to us will be held and processed under the terms of the UKGDPR and the Data Protection Act 2018. The information you provide will be held electronically. It will only be used to enable a decision to be made about whether a grant to your group or organisation may be approved. We might give copies of all or some of this information to individuals and organisations we consult with when assessing applications, administering the programme, monitoring grants, and evaluating funding processes and impacts. We might use data you provide for research purposes. We recognise the need to maintain the confidentiality of vulnerable groups. Individual recipients of the grants/programmes will not be identified but the organisations in receipt of funding may be.